KEYBOARDING

Curriculum Content Frameworks

Please note: All assessment questions will be taken from the knowledge portion of these frameworks.

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KEYBOARDING

Grade Levels: 7, 8 **Course Code: 399050**	Prerequisite: None

Course Description: Keyboarding is a one-semester course designed to help students develop speed and accuracy by learning the touch operation of alphanumeric/keyboard characters. Emphasis is placed on the following: mastery of the keyboard with desirable keyboarding techniques, development of speed and accuracy, and proper care of the equipment. Keyboarding is foundational for developing entry-level skills for business careers.

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Unit 1: Basic Knowledge

Hours: 30

Terminology: Alternate key (Alt), Arrow keys, Backspace, Caps lock, Control key (Ctrl), Delete, Enter/Return, Escape key (Esc), Function keys, Gross words a minute (GWAM), Hardware, Home keys, Keyboarding posture, Service keys, Shift key, Software, Space bar, Tab key, Word wrap

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.1 Define terminology	1.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
1.2 Explain the correct keyboarding techniques	1.2.1 Demonstrate the proper techniques necessary for operation of the keyboard	Foundation	Listening	Listens to follow directions [1.2.6]
			Reading	Comprehends written information, and applies it to a task [1.3.8]
		Personal Management	Responsibility	Pays close attention to details [3.4.8] Sets high standards for self in completion of a task [3.4.9]
1.3 Explain proper care of keyboarding equipment	1.3.1 Recall proper care of keyboarding equipment	Foundation	Reading	Reads and follows instructions to operate technical equipment [1.3.19]
		Personal Management	Responsibility	Accepts responsibility for equipment [3.4.1]
1.4 Identify computer equipment parts	1.4.1 Recall computer equipment parts	Foundation	Reading	Applies/Understands technical words that pertain to computer equipment parts [1.3.6]
1.5 Explain functions of computer equipment parts	1.5.1 Demonstrate knowledge of functions of computer equipment parts	Foundation	Reading	Applies/Understands technical words that pertain to computer equipment parts [1.3.6]
1.6 Identify home row keys and correct finger placement	1.6.1 Demonstrate correct finger placement on home row keys	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
1.7 Identify alphanumeric keys/symbols using the touch method	1.7.1 Demonstrate touch method to alphanumeric keys/symbols	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
	1.7.2 Discuss key words, phrases, sentences, and paragraphs	Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
1.8 Explain basic service keys and their correct usage	1.8.1 Demonstrate knowledge of basic service keys and their correct usage	Foundation	Reading	Uses appropriate materials and techniques as specified [1.3.20]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
1.9 Explain correct spacing following punctuation marks	1.9.1 Demonstrate knowledge of spacing rules, and apply them to a task	Foundation	Writing	Applies rules of grammar, punctuation, capitalization, and spelling [1.6.3]
		Thinking	Reasoning	Applies rules and principles to a new situation [4.5.1]

Unit 2: Text Formatting

Hours: 5

Terminology: Alignment, Bold, Bullets/Numbering, Cut/Copy/Paste, Font size, Font style, Font type, Footer, Header, Indentation, Insertion mode, Italics, Landscape orientation, Line spacing, Margins, Page numbering, Portrait orientation, Print, Reveal/Show codes, Spell check, Tab settings, Typeover mode, Underline

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
2.1 Define terminology	2.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3] Applies/Understands technical words that pertain to subject [1.3.6]
2.2 Explain formatting text	2.2.1 Demonstrate text formatting features	Foundation	Listening	Comprehends ideas and concepts related to text formatting [1.2.1]
		Thinking	Knowing how to Learn	Applies new knowledge and skills to text formatting [4.3.1]
2.3 Explain formatting paragraphs	2.3.1 Demonstrate paragraph formatting features	Foundation	Listening	Comprehends ideas and concepts related to paragraph formatting [1.2.1]
		Thinking	Knowing how to Learn	Applies new knowledge and skills to paragraph formatting [4.3.1]
2.4 Explain page setup	2.4.1 Demonstrate page setup features	Foundation	Listening	Comprehends ideas and concepts related to page setup [1.2.1]
		Thinking	Knowing how to Learn	Applies new knowledge and skills to page setup [4.3.1]

Unit 3: Document Formatting Skills
Hours: 25

Terminology: Addressee, Attachment notations, Block format, Body, Columns, Complimentary close, E-mail, Enclosure notation, Hard return, Letter address, Memorandum (memo), Mixed punctuation, Open punctuation, Proofreader's marks, Reference initials, Reference lists, Return address, Salutation, Soft return, Source document, Subject line, Table, Textual citations, Unbound reports, Writer

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
3.1 Define terminology	3.1.1 Prepare a list of terms with definitions	Foundation	Reading	Applies information and concepts derived from printed materials [1.3.3]
				Applies/Understands technical words that pertain to subject [1.3.6]
3.2 Explain proofreader's marks	3.2.1 Identify and apply proofreader's marks on keyed copy	Foundation	Reading	Adjusts reading strategy to purpose and type of reading (skimming and scanning) [1.3.1]
			Writing	Uses technical words and symbols [1.6.20]
3.3 Explain correct memorandum/ e-mail format	3.3.1 Key memorandums/e-mails	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
			Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Organizes information in an appropriate format [1.6.10]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
			Reasoning	Applies rules and principles to a new situation [4.5.1]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		ACADEMIC and WORKPLACE SKILLS What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
3.4 Explain unbound report format with/without title page and reference page	3.4.1 Key unbounded report with/without title page and reference page	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
			Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Organizes information in an appropriate format [1.6.10]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
			Reasoning	Applies rules and principles to a new situation [4.5.1]
3.5 Explain letter format for block-style personal/business letter, using open/mixed punctuation	3.5.1 Key block-style personal/business letter, using open/mixed punctuation	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
			Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Organizes information in an appropriate format [1.6.10]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
			Reasoning	Applies rules and principles to a new situation [4.5.1]

CAREER and TECHNICAL SKILLS What the Student Should be Able to Do		**ACADEMIC and WORKPLACE SKILLS** What the Instruction Should Reinforce		
Knowledge	**Application**	**Skill Group**	**Skill**	**Description**
3.6 Explain column documents	3.6.1 Key column documents	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
			Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Organizes information in an appropriate format [1.6.10]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
			Reasoning	Applies rules and principles to a new situation [4.5.1]
3.7 Explain table documents	3.7.1 Key table documents	Foundation	Reading	Comprehends written specifications, and applies them to a task [1.3.9]
			Writing	Checks, edits, and revises document for correct information, appropriate emphasis, form, grammar, spelling, and punctuation [1.6.5]
				Organizes information in an appropriate format [1.6.10]
		Thinking	Knowing how to Learn	Uses available resources to acquire new skills or improve skills [4.3.4]
			Reasoning	Applies rules and principles to a new situation [4.5.1]

Glossary
Unit 1: Basic Knowledge

1. Alternate key (Alt) – executes commands with other key(s)
2. Arrow keys – move the insertion point in the direction indicated by the arrow on each key
3. Backspace – deletes the character to the left of the insertion point
4. Caps lock – capitalizes all letters when locked down
5. Control key (Ctrl) – executes commands with other key(s)
6. Delete – removes the character to the right of the insertion point
7. Enter/Return – causes the insertion point to move to the left margin and down to the next line
8. Escape key (Esc) – closes a software menu or dialog box
9. Function keys – special keys located at the top of the keyboard (F1, F2, F3, etc.) that are used alone or with the Ctrl, Alt, and Shift keys to execute software commands
10. Gross words a minute (GWAM) – the number of standard words keyed in one minute
11. Hardware – the physical parts of a computer system, such as the monitor, keyboard, and hard drive
12. Home keys – the keys where you place your fingers to begin keying; *a s d f* for the left hand and *j k l ;* for the right hand
13. Keyboarding posture – the correct seating position taught when developing typing skills
14. Service keys – special keys that allow you to use the computer to perform specific functions
15. Shift key – makes capital letters and certain symbols when used with those keys
16. Software – programs and routines that control the functioning of a computer
17. Space bar – inserts space between words and sentences
18. Tab key – moves the insertion point to a preset position
19. Word wrap – causes text to move automatically to a new line when the current line is full

Unit 2: Text Formatting

1. Alignment – the horizontal positioning of text (such as left, right, center, or justify)
2. Bold – a print enhancement used to make characters appear darker than other text to add emphasis
3. Bullets/Numbering – used to arrange items in a list with each item beginning with a bullet or a number
4. Cut/Copy/Paste – a feature that enables you to move or copy text from one place to another
5. Font size – determines the height of characters in units called *points*
6. Font style – the type of character format that determines the look or artistic style of the characters
7. Font type – the design and appearance of printed characters
8. Footer – text such as title, page numbers, and dates printed at the bottom of a page
9. Header – text such as title, page numbers, and dates printed at the top of a page
10. Indentation – to move one or more lines inward from the margins
11. Insertion mode – an input mode in which the existing text moves to the right as new text is added
12. Italics – text that is slanted to the right
13. Landscape orientation – page orientation in which data prints across the wider portion of the page
14. Line spacing – the vertical distance between two lines of type
15. Margins – blank spaces between the edge of the paper and the printed text
16. Page numbering – method of arranging pages in numerical order
17. Portrait orientation – page orientation in which data prints across the narrower portion of a page
18. Print – to make a hard copy of a document
19. Reveal/Show codes – show nonprinting or formatting characters
20. Spell check – used to check the spelling of a document after keying
21. Tab settings – allow you to line up text at a certain point

22. Typeover mode – replaces existing text with new text as it is keyed

23. Underline – a feature that underlines text as it is keyed

Unit 3: Document Formatting Skills

1. Addressee – the person to whom you are sending the memorandum
2. Attachment notation – indicates that another document is attached to a letter
3. Block format – all parts of a letter (including paragraphs) begin at the left margin
4. Body – the paragraphs that make up the main message
5. Columns – information arranged vertically
6. Complimentary close – the closing or the farewell of the letter
7. E-mail – an electronic message used by individuals to communicate with one another
8. Enclosure notation – indicates that another document is enclosed with a letter
9. Hard return – a code entered into a document by pressing the Enter key that indicates the end of a paragraph or sentence
10. Letter address – the address to which the letter is being sent
11. Memorandum (memo) – a written message used by individuals within an organization to communicate with one another
12. Mixed punctuation – a punctuation style for letters in which a colon follows the salutation/greeting and a comma follows the complimentary closing
13. Open punctuation – a punctuation style for letters in which there is no punctuation following the salutation and complimentary close of the letter
14. Proofreader's marks – symbols used to indicate errors that need correcting when re-keying copy
15. Reference initials – indicate who keyed the document
16. Reference list – authors cited in reports are listed alphabetically by author surnames at the end of the report (often on a separate page) under the heading *REFERENCES* (or *BIBLIOGRAPHY* or *WORKS CITED*)
17. Return address – the address of the person sending the letter
18. Salutation – the greeting of the letter
19. Soft return – a return that the application inserts automatically when you reach the end of a line
20. Source document – copy from which you are keying
21. Subject line – alerts the reader immediately to the content of the document

22. Table – a grid of rows and columns that intersect to form cells into which information can be typed

23. Textual citations – parentheses used in the report body to give credit (cite) to authors for quotes taken from their works

24. Unbound reports – short reports that are often prepared without covers and binders and, if longer than one page, are usually fastened together in the upper left corner by a staple or paper clip

25. Writer – the author of the document